

# Winterport Recreation Board Meeting 10/17/2007

## MEETING AGENDA AND MINUTES

Meeting Date:	October 17, 2007	Time:	6:00 pm ET
Facilitator:	Mike Knupp	Recorder:	Heather Roberts
Location:	Victoria Grant Civic Center		

Attendee List: (X indicates that the member was present)

Att	Name	Title	Att	Name	Title
X	Mandy Olver	Board Member		Chris Beaulieu	Board Member
X	Helga Meo	Board Member		Scott Misler	Alt Board Member
X	Mike Knupp	Board Member	X	Dave Lester	Rec Coordinator
X	Norm Poirier	Board Member		Phil Pitula	Town Manager
X	Heather Roberts	Board Member			
X	Ken Miller	Board Member			

## DOCUMENTS TO HAVE ON HAND:

Description	Comments
Budget Worksheets	

## AGENDA:

Nbr.	Topic	Estimated Start Time	Responsible
1.	Review of Agenda and Action Items	6:00	Mike
2.	Recreation Coordinator Report	6:10	Dave
3.	Zach Hardy Eagle Project	6:20	Dave
4.	Final Basketball Planning <ul style="list-style-type: none"> <li>Questionnaire</li> <li>Coach Handout</li> <li>Method to split up kids into 2 teams</li> <li>What to do about differences in opinion on where kids should play</li> </ul>	6:25	All
5.	Decide on Board Project Focus Areas	6:50	All
6.	Meeting Wrap Up and Confirm Next Meeting	7:00	Mike

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## **MINUTES:**

### **Review of Agenda and Action Items**

Mike brought the meeting to order at 6:10pm and reviewed the agenda and action items. As Zach was present, we started with the Eagle Scout project he wanted to discuss.

### **Zach Hardy Eagle Scout Project**

Zach approached the Rec Board to ask a few questions about building dugouts for his Eagle Scout project. He asked if the dugouts were needed; to which the Board responded “absolutely”. He is intended to build at least one set of dugouts and would like to build two if he could. He asked which field would be the best one to start with and after some discussion, the Board agreed the softball field would be the best one to start with. Zach put forth a few design ideas. Right now he is researching a ‘log cabin’ look. The dugouts will sit on a concrete slab and have a slanted metal roof. He will be researching more design elements and cost of materials. The Board offered that there are funds available that could be used to help purchase materials. Zach will approach the Board again once he has more details on design and costs. A general time frame for completing the project would be early next summer; sometime after baseball/softball programs are done, but before the end of the 2007-2008 fiscal year.

### **Rec Coordinator Report**

- All trophies purchased for soccer - received credit for returning old ones and will try to do this for each sport
- Basketball registration forms have been distributed to the schools with surveys attached
- Decision will be made within one week of registration to determine how 5<sup>th</sup>/6<sup>th</sup> grade boys will be split up - team assignments will be discussed between Dave and the Coach - if there is a difference in opinion the board will decide

### **Final Basketball Planning**

See above under Rec. Coordinator Update

### **Decide on Board Project Focus Areas**

- Park improvements and maturing our existing programs are the top priorities - each month something will be done to address both
- New offerings is also a point of interest with the focus being on developing more community oriented activities - Dave will check into putting a survey online to poll the interests of the town
- Rink needs to be swept - Dave will look into who will do the job
- Dave will research the cost of two to three benches to go along side the rink - goal is to have them in place in the next four to six weeks
- Mike will forward, to all board members, what has been completed for policies and procedures so we can review them before our next meeting

### **Meeting Wrap Up and Confirm Next Meeting**

***Next Meeting - Nov. 14<sup>th</sup> at the Rec. Building***

## Winterport Recreation Board Meeting 10/17/2007

### FUTURE MEETING AGENDA ITEMS:

Nbr.	Topic		Future Meeting That Item Will Be Discussed In	
1.				
2.				

### FUTURE MEETING SCHEDULE:

Date	Time / Location	Facilitator/Recorder
November 14th, 2007	6:00pm @ Victoria Grant Civic Center	Mike / Heather

### ACTION ITEMS

#### Open Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date

# Winterport Recreation Board Meeting 10/17/2007

## Closed Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
1	1/24/06	Heather needs to submit a letter to the Town Office on her interest to join the Recreation Board	2/7 – This has been completed.	CLOSED	Heather	2/7
2	2/7/06	Resolve basketball budget items that have an overdrawn balance. Mandy to work with Phil on this.	11/15 – Closing item out. This was taken care of last spring.	CLOSED	Mandy	2/18
3	2/7/06	Ken to finalize the Indoor Soccer registration form, get it approved by the Superintendent's Office, and distribute to the Smith and Wagner schools.	3/22 – Completed and program is up and running.	CLOSED	Ken	2/13
4	2/7/06	Meet with TM to review proposed budget	3/22 – This was completed and budget committee mtg was held on 3/21.	CLOSED	Mandy	2/10
5	2/7/06	Post a Public Notice for the March Meeting	11/15 – Closing out. Gone by.	CLOSED	TBD	3/1
6	2/7/06	Meet with TM to discuss hiring a rec coordinator for the remainder of the 2005-2006 fiscal	3/22 – Letter submitted. Need to develop or understand the process to advertise/interview/hire. 11/15 – Closing out as rec coordinator has been hired.	CLOSED	Ken	6/1
7	2/7/06	Get permission to use Wagner facility for March board mtg	Completed	CLOSED	Helga	3/17
8	11/16	Talk to mother of hearing impaired basketball participant to discuss level or interpreter support	12/14 – Services are being provided. Dave working with the Town to determine how to fund services if the \$1400 in Rec funding runs out.	CLOSED	Helga Meo	12/14
9	11/16	Discuss with Phil about the \$200 expense for cheerleading t-shirts and pom-poms	12/14 – Pom/Poms and TShirts have been provided.	CLOSED	Dave Lester	12/14
10	11/16	Create basketball contact sheet	12/14 – A contact sheet has been provided for the Town Rec League, but we really wanted an internal contact sheet. This is still outstanding. 12/26 – Dave emailed out contact list	CLOSED	Dave Lester	12/26/06
11	11/16	Discuss with Carla Leathem Smith School usage on weekdays that have an observed holiday	12/14 – The gym is being used, but this issue is not completely closed. It will become more of an issue if an after-school program is created. Will hold over AI for next meeting. 3/13 – Closing for now and will bring up later should the need arise.	CLOSED	Norm Poirier and Helga Meo	3/01

## Winterport Recreation Board Meeting 10/17/2007

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
12	11/16	Take down soccer nets and store the standards	12/14 – Mike Knupp took care of this.	CLOSED	Mike Knupp	12/14
13	12/14	Verify Cheering registration fees are all in.	12/26 – Dave confirmed all registrations forms and fees are in.	CLOSED	Mike→Dave	12/26/06